

Stanley Correctional Institution

Annual Report 2012



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A Message from the Warden

Fiscal Year 2012 has come to a close. This gives us the opportunity to reflect on last year's accomplishments and to look forward to the new year. During this year the DOC implemented many new Human Resources policies, some of which resulted in significant changes to the way we do business. SCI staff have adapted to this year's changes and, as always, have found a way to work through the many challenges. The State of Wisconsin's budget was balanced, but was very lean to say the least. SCI constantly works on cost-savings ideas in all areas of our operations.

One result of the changes made last year was a significant increase in retirements, transfers, resignations and promotions resulting in an increase in staff vacancies. SCI's HR department has been working continually since to fill all the vacancies.

On a concerning note SCI experienced some staff assaults during a one month time frame this spring. These were the first staff assaults in almost two years. Staff did an excellent job responding and quickly resolving these incidents. Our thoughts are with all of you who were involved and especially to those of you who were injured.

On the positive side, Secretary Hamblin presented life saving awards to two staff members for their actions related to two separate incidents of saving the life of an inmate.

Fortunately, SCI didn't have a major project to complete this year. It appears the quality workmanship used in recent projects is systematically getting our facility up to grade and will let us start to concentrate on improvements verses repairs.

We continue to expand our recycling, work on improving the garden and look at expanding educational, clinical and core programs.

SCI staff continue to maintain a safe and secure institution. As we move into the 2013 fiscal year, many challenges continue. I'm confident the staff at SCI will meet and exceed DAI goals and expectations. Thank you to all SCI staff for your hard work and dedication.

Sincerely,



Jeffrey Pugh,
Warden



Mission Statement and Goals

Maintain a **safe** and **secure** institution & provide inmates opportunity for **self improvement**.

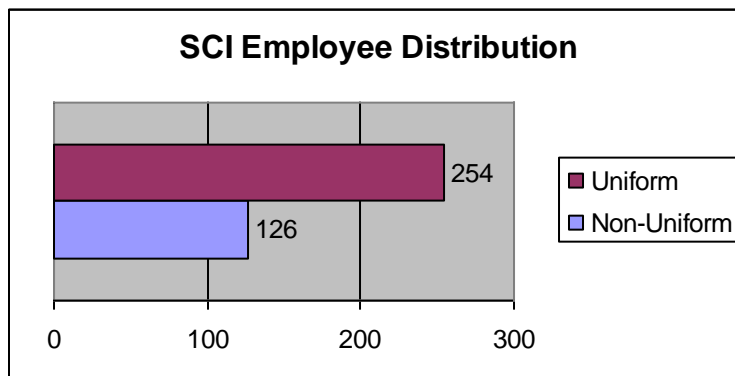
Objectives

- To ensure the safety of the public, staff and inmates by the enforcement and application of established correctional practices.
- To create a sense of community and shared responsibility in the workplace.
- To develop individualized correctional strategies based on the unique needs of individual inmates.
- To ensure that all staff have the opportunity for professional development.
- To safeguard the assets of the State of Wisconsin by appropriate use and maintenance of equipment and resourceful use of supplies.
- To advocate new and creative ideas in establishing environmentally friendly and cost effective measures when dealing with fiscal planning.
- To ensure future success by being willing and open to explore new ideas and make changes.
- To emphasize employee assistance and workplace enhancement programs so our staff are well aware of our dedication to a positive work environment and to provide support for them in dealing with difficult situations and incidents they may encounter.
- To teach, model, and reinforce respectful relationships through our daily interactions with each other and with the inmates placed here.
- To emphasize that all staff here, uniformed and non-uniformed, are responsible for both security and treatment, regardless of their classification.
- To provide a harassment free environment for all staff, visitors, and inmates.
- To engage community enrichment through volunteer recruitment, open communication, and active participation in community events.
- To be sensitive and responsive to victim issues, including anyone victimized in this facility.
- To positively reflect the Department of Corrections by maintaining a clean and orderly facility.



Fast Facts

Stanley Correctional Institution was officially activated on January 1, 2003
Security Level – Medium
Operating capacity – 1540
Current population – 1507
Average Daily Population - 1521



Staffing

Officer/Sergeant Staff – 254
Non-Officer/Sergeant Staff – 126 (when fully staffed)
Inmate to Staff Ratio – Approximately 4:1
SCI Operating Budget - \$30,914,822 (Includes Salary, Benefits, Supplies & Services, Fuel & Utilities, and Repair & Maintenance)

Did you know...?

SCI occupies 100 acres:
Forty-five acres within the perimeter
Outer perimeter road is 1.1 miles
Six miles of barbed obstacle tape secure SCI
Seventy-one cameras man the facility
Four-hundred thousand total square feet of building space
Walls in the housing units are 10 inches thick
Multiple generators on site, 2.5 megawatts (enough to power 125 homes)
Full medical capability, dental, and optometry.



FY2012 Institution Accomplishments

- On April 18, 2012, SCI held the first meeting of the Institution Collaboration & Communications Committee to facilitate workplace communication.
- Several perimeter lights and parking lot lights were replaced with energy-saving LED lights.
- The garden showed improvement. This year it produced over 2000 lbs of produce including: tomatoes, green peppers, cucumbers, cabbage, zucchini, watermelons, and cantaloupes.
- SCI received approval to replace both of the gym roofs.
- The Security Controls Project was completed.
- The largest inmate class graduated from Windy Meadows School.





Community Relations Board

The Department of Corrections has established that a Community Relations Board (CRB) should exist for each facility in the Division of Adult Institutions. The CRB acts as a positive link between the correctional facility and the community in which it is located. The members of the CRB will be informed of issues taking place at Stanley Correctional Institution so they will be able to share that information with the general public. In exchange, they will be able to contact the institution for answers to question they hear in the community. The Stanley Correctional Institution CRB holds two meetings per year, typically in spring and fall. If something occurs between those meeting times, a special meeting of the CRB may be held, or information may be shared with all CRB members via electronic mail.

Topics for meeting might consist of specific information regarding various SCI Departments, updates from the Division of Adult Institutions, tours of institution operations, demonstrations, etc.



Management Services

The Correctional Management Services Director (CMSD) is responsible for the planning, direction and coordination of the following departments for Stanley Correctional Institution (SCI): Business Office, Canteen, Food Service, Laundry, Maintenance and Warehouse.

Business Office

The Business Office provides accounting and procurement services for the institution. The services include inmate payroll, inmate accounts, accounts payable, accounts receivable, asset inventories and support for the Warehouse and Canteen. Under the direction of the Financial Program Supervisor (FPS), the Stanley Business Office consists of a Financial Specialist 4, a Financial Specialist 3, (three) Financial Specialist 2's, and an Office Operations Associate.

Purchase Orders processed for FY 2012: 137
Number of Purchasing Card Transactions: 1129
Number of Invoices Processed: 1321
Travel Reimbursements Processed: 167

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FY2012 Expenditures

Line Item	Expenditures
Permanent Salaries	16,552,810
Fringe Benefits	9,617,940
Supplies & Services	3,156,481
Capital	78,068
Fuel and Utilities	1,430,473
Repair and Maintenance	157,118
Purchase of Services	41,192
Inmate Enterprises	60,836
Telephone Commissions	110,955
LTE Salaries	6,672

Money Collected from SCI Inmates:

Victim/Witness:	\$26,443
DNA	\$11,620
Medical Co-Payments	\$18,167
Child Support	\$39,477
Court Ordered Restitution:	\$32,502
Institution Restitution:	\$ 2,915

Canteen

Under the direction of an Inventory Control Coordinator – Advanced with oversight provided by the Financial Program Supervisor, the SCI Canteen and Warehouse is comprised of three Inventory Control Coordinators and one Correctional Officer.

Total FY12 canteen sales: \$923,940 ~\$936,237 w/tax
Average amount of sales per month: \$76,995 ~ \$78,020 w/tax

The canteen received \$19,165 10% commission proceeds from Canteen Property Vendors for FY12.

The Canteen continually researches new products and increases healthy choices for inmates. Sales increased since FY 12. Canteen continues to streamline its processes and increase efficiency in an effort to maximize profitability.



Warehouse

The SCI Warehouse is located outside the fence. All incoming goods for SCI are received at the Warehouse. Warehouse staff utilizes an electronic inventory system to monitor and track supplies in storage. Staff ensure requested supplies are on an as needed and supervisor approved basis. In addition to stock maintenance, safety and cleanliness are priorities.

Warehouse staff is resourceful in locating storage space for necessary supplies and records storage. Warehouse staff works to downsize inventory levels and maintain just-in-time levels for institution departments.

Laundry

Stanley Correctional Institution contracts with Badger State Industries for the laundering of inmate clothing, sheets, rags, towels, jackets and other miscellaneous items.

Badger State Industries (BSI) operates a laundry facility located in Chippewa Falls on the grounds of Northern Wisconsin Center. The facility provides laundry services and transportation Monday through Friday between the hours of 7:00 AM and 3:00 PM. Clean laundry turn around time is based on the number of days of service. BSI assumes the responsibility of washing, sorting and packaging in bundles, baskets, bags or carts per the contractual agreement. Count slips or weigh slips are used as the accountability method between BSI and the institution.

Due to the geographic location of Badger State Industries, Stanley Correctional Institution is able to receive a one day turnaround time for cleaning service. Soiled laundry is picked up and laundered one day and returned the next day.

SCI Laundry staffs one Correctional Officer on First Shift, 6 AM – 2 PM, Monday – Friday and employs 8 inmate workers. The Correctional Officer safeguards institution property and ensures security procedures are adhered to in Laundry. Six inmate laundry workers and 2 inmate tailor workers work 6 AM - 2 PM Monday - Friday.

Laundry Correctional Officer and inmate workers provide several vital services to the institution. These workers account for soiled laundry, sort clean laundry and prepare for return to the housing units. Three inmate tailors mend clothing, sew patches on officer uniforms and complete clothing alterations. All inmate state-issued clothing is labeled with inmate name, DOC number and housing unit identification.



Maintenance Department

Repair Work Orders & PM's processed for FY12:

7,937 Repair Work Orders processed and completed
1,835 Preventive Maintenance work orders completed
Over 20,000 hrs of work

Special R&M processed for FY12:

Special R&M is for non routine repairs/services that range from \$500 - \$5,000.00
Special Repair & Maintenance (R&M) funding was requested and approved for 15 R&M Requests
In Fiscal year 12 SCI received over \$18,000.00 in R&M funding

Maintenance Projects completed during FY12:

Install VCT flooring and baseboard in M-building north hallway
Install 2 new kettles in the Main Kitchen
Remodel B-wing storage areas into resource rooms
Designed and built a Wardens Secretary/Reception area desk for A-building
Built trap shooting score marker stands for Wilcox Sportsman's Club
Installed a privacy fence north of V-building
Working on installing larger windows in Housing Unit office doors

1799 Special Project Requests for FY12:

Since January 1, 2012 the maintenance department has received 61 DOC 1799 special project request forms
4 requests have been denied
12 requests are still open or being worked on
45 requests have been completed



SCI Food Service

SCI Food Service is located in K Building and operates 20 hours per day Sunday through Thursday, with normal hours of 4 AM – 12 AM. On Friday and Saturday hours of operation are 4 AM – 9 PM. In addition to producing all of the meals served at SCI we also operate a full scratch bakery on third shift. Our bakery produces all of the bread, buns, dinner rolls, sweet rolls, muffins and desserts for SCI.

Menus at SCI are on a four week cycle following the Statewide Consolidated Menu. The consolidation menus are proving to establish consistency in meal quality and are also helping to reduce the overall average of cost per meal.

Food and supplies are delivered to the SCI warehouse from IFD on a weekly basis and Badger State Logistics twice a month. The SCI warehouse delivers to the SCI Kitchen a minimum of twice a week. We are continuing with a weekly produce bid system with the bid sent out on Friday and awarded to the lowest bidder on Monday. We then receive our fresh produce, delivered to the SCI Kitchen, one time per week. Our dairy needs from BCE are delivered to the SCI Kitchen twice per week by Indianhead Foodservice Distributors.

Meal service is decentralized, with each of the 5 general population units serving meals from a unit servery. Food is sent down in bulk, in carts, which are delivered to the units by inmate cart pushers. Inmate servery workers dish the food onto the inmate trays. Upon completion the carts are returned to Food Service to be washed, sanitized and ready for the following meal. We continue to have a centralized tray line for the segregation population, BSI, Warehouse workers, Laundry workers, etc. The menu items are dished onto insulated trays and distributed by our Main Kitchen Food Distribution Officer. All pans, insulated trays, eating utensil, glasses etc. are returned to the Main Kitchen for washing and sanitizing.

In FY 12 SCI food service provided 1,717,262 meals to inmates and staff at an average cost of \$1.03 per meal. The food service operations at SCI are managed by one food service administrator and one food service manager. At SCI there are 10 food service leaders and 70 inmate workers. Food service is the largest employer of inmates at SCI. Security coverage is provided during hours of operation by 1 Kitchen Officer and 1 Distribution Officer.

In spring of 2012, the SCI Kitchen continued with a garden project that was started in 2010. We hired two inmate workers to oversee the garden. Tomatoes, peppers and zucchini were planted.

Plans for the coming year include repairing the floor and replacing the cracked tiles in the kitchen floor. We will also be providing onsite training of inmate workers in food service skills in fiscal year 2013.



We will continue to provide the institution population with information on healthy eating initiatives in an effort to improve the health and quality of life for our population. We will strive to work on implementing cost saving measures; yet continue to provide a quality product in adequate proportions for our SCI inmate population.

Security

Mission

The mission of the Security Department is to protect the public, staff, inmates, and property of Stanley Correctional Institution. In order to accomplish this mission, we have implemented monthly training days in which we focus on common goals to ensure that staff has skills needed to keep themselves, other staff, inmates and the community safe. The Security Department is a part of a multidisciplinary team approach to give needed programming to inmates for a positive reintegration into the community.

Staff

The Security Department is staffed with one Security Director, eight Supervising Officer 2s, five Supervising Officer 1s, 50 Correctional Sergeants, 191 Correctional Officers, one Program Assistant-Confidential.

Staff is encouraged to directly interact with the inmates in the institution to enhance our security program, and assist the inmates with learning appropriate ways to handle issues that arise during their incarceration.

Gang Activity

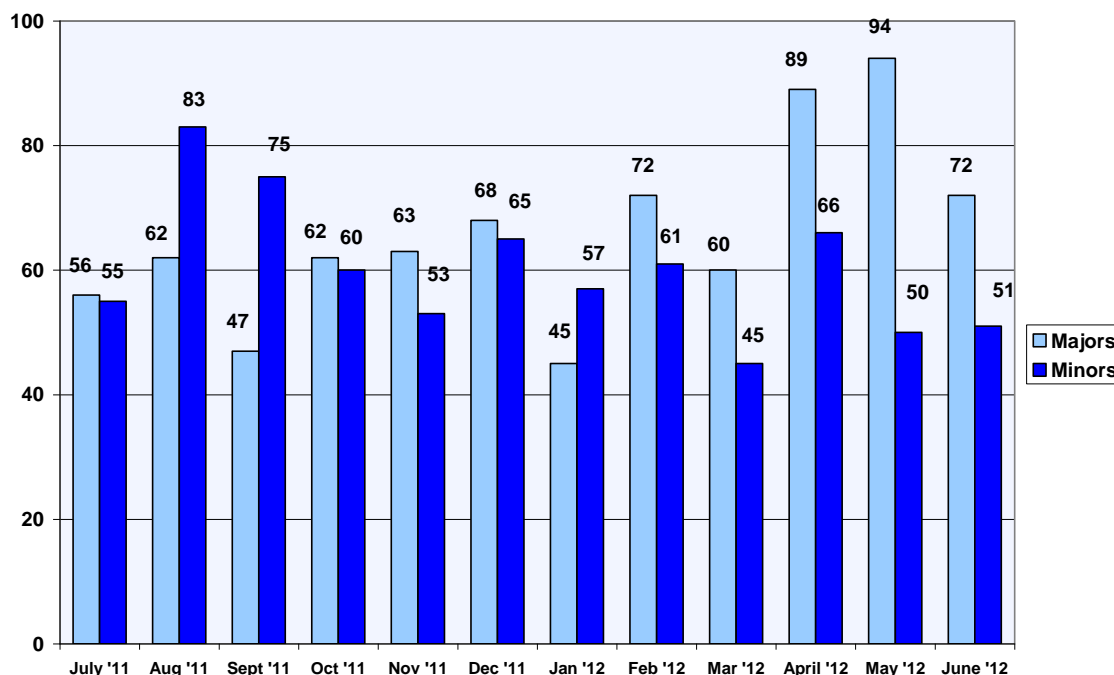
As with any DOC facility, the issues related to gang activity are always a concern. Some inmates at SCI are affiliated with various gangs common to the Midwest. The SCI Security Threat Groups Coordinator, in conjunction with the Security Threat Groups Unit, monitors gang activity within the institution. The Security Threat Groups Coordinator and members of the Security Threat Groups Unit also take part in quarterly informational meetings devoted to the dissemination of critical information pertaining to gang activity throughout the Department. In comparison to previous years, gang activity remains steady, neither increasing nor decreasing. Security Threat Group membership among offenders consistently makes up approximately 23% of the total inmate population at the institution. The Security Threat Group Team also provides training to SCI staff periodically throughout the year, as well as attends various trainings and conferences. SCI has a "Zero Tolerance Policy" for any type of behavior related to gang activity.



Inmate Discipline

During the past year, there were a total of 1511 conduct reports written on offenders by staff. Of those conduct reports, 790 were major conduct reports. This averages out to approximately 66 major conduct reports per month. This is up from last year's total of 1427.

2011-2012 (FY-12) Conduct Reports



Visiting

SCI stresses a family atmosphere in our Visiting Room and encourages inmates to maintain contact with family and friends. Offenders are allowed three visits per week, with only one visit allowed on the weekend. Weekday visits can be a maximum of three hours in length. Weekend visits are limited to two hours in length. Offenders can request special and extended visits for visitors who have to travel a long distance to see the inmate.

Offenders housed at SCI have the opportunity to use televisiting as well as our visiting room to see their family members and friends. 6,988 visits took place during the last fiscal year, and an additional 533 inmates utilized televisiting during the past year. The inmates' visitors can contact Racine Correctional Institution, Columbia Correctional Institution, or the Milwaukee Secure Detention Facility to arrange the 20-minute televisit. When the televisit is scheduled, the inmate is notified to report to the visiting room for the televisit.

Staff Training

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The SCI Training Coordinator arranges training for staff throughout the year. Training days are generally the 2nd and 4th Wednesday of each month and a variety of training modules are offered. The majority of training is offered by in-house trainers comprised of a wide variety of SCI staff, with a portion of the trainings that are conducted by other DOC personnel or presenters from other outside agencies. In addition to the scheduled training sessions each month, there are various small-group trainings that occur throughout the year on varied shifts.

SCI has made significant progress toward training all non-uniform staff in the mandatory 24-Hour POSC training and offering the 4-Hour POSC Update to uniform staff. SCI continues to offer such trainings as Suicide Prevention, Infectious Disease Control, Professionalism & Ethics, Principles of Subject Control, CPR/AED, Re-Entry, Cross Department, update in Incident Command System, Prison Rape Elimination Act (PREA), Taser, etc. Throughout each year, uniformed and selected Administrative staff is required to attend Weapons Requalification training and are qualified in the use of the *Ruger Mini 14* and the *Remington 870* shotgun as well as the use of incapacitating agents. Some staff has been trained in the use of the Beretta 8040- 40 caliber handgun.

New training introduced this year called Tactical Communication Training is available to all staff. This is a four hour training that teaches staff useful tools to communicate better with inmates and co-workers. This course is not only intended for the work setting but also in one's day-to-day life.

This year SCI has expanded its STG training to all staff and presented a training of an Introduction to Security Threat Groups (STG). This training introduces the different types of gang activity, how to identify them and what staff needs to be aware of. STG coordinators have presented trainings throughout the year that go more in depth; some of the training courses were informational related to Native Mob, Pagans, Sovereign Citizens, White Supremacist, and Latin Kings. The STG coordinators are continuously working to educate themselves and staff.

Two specially trained groups of staff members, our Emergency Response Unit (ERU) and our Crisis Negotiation Team (CNT), conducted six trainings throughout the year. SCI's CNT coordinated a joint training session at SCI with CVCTF and JCI Staff. Each year, SCI's ERU and CNT teams participate in joint training and continually train with other institution's members.

SCI continues to expand the Incident Command Training to include other institutions, outside agencies, and in cooperation with the Wisconsin Emergency Management and their Mobile Command Center. This year a number of staff completed the ICS-300 and ICS-400, which are both two day courses. SCI has conducted ICS table top exercises which included local outside agencies and other institution's staff. There is a functional exercise scheduled for later this year. A functional exercise simulates an emergency in the most realistic manner possible,

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short of moving real people and equipment to an actual site. The goal is to test or evaluate the capability of one or more functions in the context of an emergency event.

Human Resources

Highlights

- Initiated job fairs/informational hiring sessions at Eau Claire and Chippewa Job Center Offices
- Attended Congressman Duffy's 7th Congressional District Job Fair in Wausau
- 25 transfers/promotions hired within the institution in previous twelve months
- 22 new to state employment hires in previous 12 months
- 13 retirements
- Employee Health Fair held during open enrollment-Dual Choice period

Helping Hands Committee

Helping Hands is an Employee Enhancement Committee designed to enhance our work environment by providing staff with opportunities to reach out to each other and the community in which we work and live.



Accomplishments

- American Red Cross Blood Drive—SCI Staff donated blood during a blood drive that takes place each October
- Relay for Life—a group of SCI staff, sponsored by Helping Hands, raised money for the American Cancer Society through various fundraisers throughout the year
- Make a Difference Day—a number of SCI staff volunteers prepped the homes of senior citizens in our community for the harsh winter months. Staff volunteers participate in this event with assistance from local organizations and the Stanley-Boyd High School
- Christmas— Helping Hands assisted the Local 122 to raise cash donations and various items for a local veteran's shelter. Helping Hands also organized a Secret Santa gift exchange for staff
- Clothing Sales—Helping Hands sells clothing year round that can be embroidered with the state seal or DOC logo
- Staff Drawings—Helping Hands has organized various staff drawings through the year
- School Supply Drive—The staff at SCI donated generously to a School Supply Drive that was organized by Helping Hands



Stanley Correctional Institution Americans of Disabilities Act coordinators:

<u>Primary</u>	<u>Secondary</u>	<u>Telephone</u>
Mr. Lynch	Mrs. Hager	715-644-2960



Inmate Records Office

The Records Office at Stanley Correctional Institution is responsible for reporting the official institution inmate population count, the coordination of inmate transfers, maintenance of inmate social service and legal files; authorization and processing of inmate releases, and the scheduling and coordinating of inmate Parole Commission hearings.

SCI's Records Office consists of an Offender Records Supervisor who also serves as the Institution Records Custodian, an Offender Records Assistant 3, and 2 Offender Records Assistant 2's. All staff is responsible for the processing, accuracy, integrity, and movement of all inmate records. Records staff perform complex sentence calculations to establish mandatory release, extended supervision, maximum discharge, and parole eligibility dates. The staff verifies legal documents; processes interstate and intrastate detainer requests, assists inmate requests for speedy disposition of warrants and detainers, completes service of process paperwork, records and tracks on disciplinary statuses; schedules and monitors inmate file reviews; provides notary services to staff and inmates; facilitates inmate court appearances in person, on the phone and using video conferencing equipment; schedules inmate public defender/attorney calls and professional calls; and respond to inquiries from staff, inmates, and the general public. Records staff also processes open record's requests and completes orientation for new inmates to the facility.



Accomplishments of FY2012

- Completed over 305 admission, also sentence, amended judgment and violator computations
- Completed over 114 Verification of Time Served (VTS) computations for TIS I/II sent to the courts for consideration for Wis. Stat 973.195.
- Completed approximately 42 Positive Adjustment Time (PAT) computations for consideration under Section 302.113(2) (b) 6., 2009 WI Stats.
- Coordinated 1302 inmate transfers out of SCI
- Coordinated 1694 inmate transfers into SCI
- Processed 345 inmate releases
- Scheduled 155 Parole hearings
- Coordinated 423 off-ground court trips
- Processed 6 Uniform Detainer Agreements with signatory states
- Processed 30 Financial Power of Attorney forms
- Processed 1454 CIB checks for Social Workers regarding Special Visits for inmates and other visitors entering the institution
- Accepted and completed service of process for 118 inmates
- Scheduled 129 attorney and professional visits
- Scheduled and facilitated 1047 court, attorney and other professional phone calls



- Scheduled 138 inmate court video conferences
- Scheduled and monitored 376 inmate file reviews
- Responded to 2480 inmate interview/information requests
- Provided notary service to inmates on Monday afternoons and Thursday mornings

Inmate Complaint Examiner

The Inmate Complaint Review System offers offenders a method of having their grievances known and investigated in a formal and confidential manner. Wisconsin Administrative Code 310 dictates the structure and process for this system. The Institution Complaint Examiner (ICE), under the supervision of the Warden, investigates a wide range of issues which affect institution environment.

Litigation which is filed against the institution or staff is handled by the ICE at SCI. The Complaint Examiner responds to court orders in conjunction with the Office of Legal Counsel, WI Department of Justice, and the Attorney General JB Van Hollen.

Two full time employees, staff the ICE Department at SCI. These positions include one Examiner and one Office Operations Associate.

The SCI Complaint Department processed 1,932 complaint submissions during Fiscal Year 2011:

- 863 complaints accepted and assigned a number.
- 1069 submissions returned in accordance with DOC 310.
-

Total monetary reimbursements this fiscal year: \$463.55

Summary of Complaints answered for FY-2011:

- Complaints Affirmed 67
- Complaints Dismissed 526
- Complaints Rejected 270

Additional Information

- Complaints referred out: 102
- Complaints referred in: 35

Health Services Unit

The Health Services Unit at Stanley Correctional Institution is primarily an outpatient clinic, treating both acute and chronically ill inmate patients. Treatment is available twenty-four hours a day, seven days a week, and 365 days a year. The Health Services Unit has a full-time physician and a full-time Advanced Practice Nurse Practitioner, as well as a full complement of nursing staff, with 9.0 RN positions and 3.0 LPN positions.

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- Psychiatric services are provided for patients 4 days a week by a psychiatrist. A host of psychological services are coordinated through HSU and psychiatry.
- The Dental Services Unit consists of dentists, dental assistants, and a dental hygienist. Dental services are offered onsite 5 days a week.
- Support services are provided by 2 full-time medical program assistants.
- Additional on-site specialty services include: physical therapy, optometry, x-ray, and ultrasound.
- Overall operations of the Health Services Unit are managed by a full-time Health Services Nurse Manager.

Stanley Correctional Institution is the second largest medium-custody institution in Wisconsin, with an approximate population of 1540 inmates. As a result of the high population of the institution and advances in medical care, the Health Services Unit is heavily utilized. Many inmates have been identified as having or being at risk for chronic medical conditions such as hypertension, asthma, heart disease, and diabetes. The health needs require regular monitoring by medical professionals and prescribers. The physician and nurse practitioner average 350 scheduled medical appointments and urgent care health needs per month, while Registered Nurses evaluate and treat an average of 110 inmates per week.

Specialty care appointments and services are provided mainly through the University Hospital Clinics in Madison, Waupun Memorial Hospital and Clinics in Waupun, and Black River Memorial Hospital in Black River Falls. Ongoing challenges related to the institutions location and proximity to Madison and Waupun continue to be an area of focus. Health services staff must take into consideration the health status of an inmate and his ability to endure the lengthy transport to and from these offsite locations when arranging specialty care. More urgent specialty care needs are met through utilization of local medical services at Our Lady of Victory Hospital in Stanley or Saint Joseph's Hospital in Marshfield.

Highlights of FY2011-FY2012

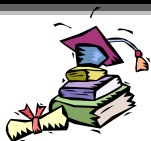
- Continued coordination of shared health services between Stanley Correctional Institution and Chippewa Valley Correctional Treatment Facility. This insures high quality healthcare to inmates at CVCTF when there is no nursing coverage available at that site. These shared services include optometry, and after-hours emergency nursing care services at SCI for CVCTF inmates.
- Maintained efficient health care operations despite continued environmental constraints in the Health Services Unit.
- Ongoing review of the chronic clinic operations with assigned coordinators and update of chronic clinic operations with treatment guideline changes in order to maintain high quality standards.
- Continued administration of Schedule II and III medications in HSU by officers, creating a safer environment for inmates and staff.



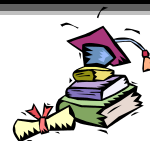
- Continued promotion of the telemedicine program for specialty care needs which enabled some appointments to be held within the Health Services Unit. This resulted in elimination of lengthy travel time for patients and saved transportation expenses for the State.
- Nurses maintained their Professional American Heart Association CPR/AED training in order to safely respond to emergencies within the institution.
- The Pharmacy remained staffed with 3 LPN's, ensuring safe and efficient distribution of medications.

Goals & Challenges for FY2011-FY2012

- Continue to partner with all departments to ensure HSU is an active part of the SCI Multidisciplinary team.
- Re-define roles and responsibilities of HSU staff and shifts to ensure maximum effectiveness of health care personnel.
- Promote wellness and prevention of illness through patient education on the following chronic health conditions: hypertension, hyperlipidemia, asthma, and diabetes.
- Continue to utilize on-site telemedicine program options for specialty care services, potentially decreasing the number of off-site specialty appointment needs.
- Provide educational opportunities for HSU nursing staff to assist with development and maintenance of excellent triage skills and specialization in correctional health care population needs.
- Re-evaluate overall HSU work flow, policies, and procedures to ensure optimal use of staff time.
- Restructure work space and organize the environment in order to make best use of current HSU needs.
- Manage costs through monitoring of supplies, equipment, and staffing while continuing to deliver quality health care
- Continue to utilize HSU new inmate orientation program to educate inmates regarding infection control and universal precautions; thereby decreasing the potential for infectious disease spread.
- Continue to work collaboratively with the State of Wisconsin Bureau of Health Services to ensure compliance with National Commission on Correctional Health Care Standards as well as State regulatory measures.



SCI Education Department Windy Meadows School



Education programs are offered to inmates who have educational needs in academic, vocational, and/or personal enrichment. Inmates' involvement in educational programs is voluntary; however, participation is strongly encouraged. Our educational programming offers inmates the opportunity to increase basic academic skills, as well as develop job seeking abilities, independent living skills, parenting skills, computer skills, re-integration skills, and earn college credits. SCI inmates are given the opportunity to obtain a High School Equivalency Diploma, General Education Diploma, Certificate of Apprenticeship or Vocational Diploma upon successful completion of required coursework and tests.

Mission Statement

Each inmate will have the opportunity to acquire the kind and amount of education that his capacities warrant. He will have the opportunity to develop educational and vocational skills, which will allow him to become a productive member of society upon his release into the community.

Programming Available

Adult Basic Education (ABE)

The basic and intermediate classes are divided into math and reading. SCI classes are administered through individualized or competency based instruction. Prior to enrolling in school, prospective students are tested using the Test of Adult Basic Education (TABE). Once enrolled, students are placed according to their academic abilities as well as individual needs, goals, and interests. Students enrolled in the Adult Basic Education classes may obtain their General Education Diploma (GED) or their High School Equivalency Diploma (HSED). The GED focuses on math, reading, writing, social studies, and science; the HSED adds civics, health, and employability skills as well.

Vocational Programs

The vocational programs available at SCI are Custodial Services, Microsoft Office Associate and CAD operator. All programs are certified through the Chippewa Valley Technical College and include hands on lab work and academic classes.

Correspondence Courses

Inmates who wish to gain further education through correspondence course work can do so by working through the Guidance Counselor. Inmates can enroll in approved courses through UW-Platteville, Ohio State, LSU, Penn-Foster, Stratford Career Institute, and other accredited programs. These courses give inmates the opportunity to receive college credits towards certificate programs, diplomas, or degree programs.



Personal Enrichment Offerings

Inmates have the ability to participate in several personal enrichment classes while at SCI. These include Basic and Advanced Computer Skills, Parenting, Father's Sharing Books, book club and creative writing group. Inmates are also encouraged to participate in writing contests, including the KEY writing contest and the Correctional Education Association (CEA) creativity contest. Selected submissions have been published in the CEA Wisconsin Creativity Contest Booklet.

Parenting Program

Stanley Correctional Institution offers a Parenting Program to eligible inmates with preference given to inmates with an identified parenting need. This is a 120-hour program that is divided into 3 sections: Birth to Age 5, Age 5 to Age 12, and Teenagers. This class meets five days a week for one hour and twenty minutes each day. This program examines issues that parents may face with their children, and helps them meet the emotional and physical needs of their children. Thirty-eight inmates completed all three sections of the Parenting Program this past year.

Fathers Sharing Books

The Fathers Sharing Books program allows inmates the opportunity to read to their children. Inmates select a children's book and are video recorded while reading. These sessions are recorded on DVD and the DVD is then sent to the inmate's child to be viewed. This program allows important interaction between fathers and their children, as well as promotes literacy both inside and outside SCI.

TABE Testing

To ensure proper placement within educational programs, inmates are given the Test of Adult Basic Education (TABE) prior to enrolling in school. Four hundred and sixty-two inmates completed testing in reading, language, and mathematics and had their academic levels evaluated this past year.

SCI Inmate Tutor Program- Wisconsin Institutions Literacy Council Program

The Education Department currently has 7 full-time and 4 part-time inmate tutors that work with students in the classrooms. These tutors are trained and certified through the Wisconsin Institution Literacy Council's Pro-Literacy America Program. Throughout the year, tutors worked with an average of 506 students per month and assisted a total of 137 students in achieving their academic goal. In 2008, SCI held 1 tutor training class with a total of 13 inmates obtaining their tutor certification. The tutor program was established in November 2003 and has been a success, allowing inmates to have a positive and educational effect on one another. The Education Department also has one inmate education assistant who completes daily tasks at the direction of the education staff.



Graduation Ceremonies

SCI holds three graduation ceremonies during the year: spring, summer, and fall. The ceremony includes the presentation of colors by the SCI Veteran's Group, Pomp and Circumstance, a student speaker, guest speakers, and a meal provided by the kitchen. Each graduate is allowed to invite two people from their visiting list for the ceremony and meal. This year, Stanley Correctional Institute had a total of 81 inmate graduates receive their GED, HSED, or Vocational Diploma.

SCI Library

The SCI Library currently serves over 1,500 inmates and staff. Some of the services provided in the library include typewriters, book checkout, photocopy services, and access to legal information via both print resources and computer access. The online EILLS (Lexis Nexis) system serves the legal needs at all adult institution sites, including SCI. This internal computer system provides inmates with the most up to date legal information available.

Currently the main library houses over 15,500 books. Several hundred books have been donated this year from private community donations as well as local schools and libraries. These books are also utilized in small housing unit libraries, as well as a separate library in the Segregation unit that has grown to over 800 books. Types of materials in the main library include magazines, newspapers, fiction, non-fiction, and many reference books.

Roles of SCI's Prison Library

- Popular reading materials center
- Legal information and research center
- Provide community information, re-entry research and support
- Support Educational and treatment programs, independent study
- Career and job information center

Bureau of Inmate Re-Classification and Movement

The Re-Classification Committee, formerly known as the Program Review Committee (PRC) typically consists of three members: the Offender Classification Specialist, an Education Department representative and a Security representative. The Committee at SCI meets weekly and typically sees 30-40 inmates, based on the hearing numbers for the month. Hearings are conducted in accordance with WI Administrative Code 302 regarding custody, site designation and program assignment. Each hearing is individualized for the inmate's needs. Following the approval of the Committee's recommendations, the inmate will receive a copy of the Classification staff documentation and one copy will go into their Social Services file. The right to an administrative review is provided for per WI Administrative Code 302.18. The review is filed using the form DOC 1292-Administrative Review of Initial Classification (IC) & Re-Classification (RC) Decision. These reviews must be filed with the Bureau of



Classification and Movement's Central Office in Madison within 10 days after receiving the written documentation of the Inmate Classification Report.

Each inmate has the right to a Re-Classification hearing at a minimum every 12 months; however, the Committee may set a shorter recall depending upon the specific nuances of the case. An inmate may be seen earlier than their scheduled recall should a significant change in the case occur that could impact their present custody, site, or program designation. Inmates may apply for an early Re-Classification hearing in accordance to established procedure, with the decision to grant such at the discretion of the Classification staff. Early hearings may also occur at the recommendation from the Warden or Classification Director (or designees), or if they have been referred to the Committee by the institution's Adjustment Committee. For Fiscal year 2012, SCI Classification processed 1,498 scheduled recalls and 203 early recalls, totaling 1,701 recalls in all.

Orientation to the Re-Classification process onsite is available at the SCI Intake Orientation, and the Classification office at SCI is willing to answer questions of staff, inmates, or their families regarding Classification and how it relates to them.

Programs Department

The Programs Department comprises of a Program Supervisor and an Office Operations Associate. In addition, Program's includes Recreation (Hobby and Music included); comprised of three Recreation Leaders; and a Chapel, supervised by three Chaplains.

The Programs Department offers Alcoholics Anonymous, Gambling Anonymous, Self-Help and Veteran's liaison services for the inmate population. Programs will continue to work hand in hand with SCI staff and inmates to provide assistance / community service for Non-Profit, County and Statewide organizations/programs with its main focus on restorative justice.

Every year, the Department of Corrections takes action to recognize *Murder Victims Awareness Month* (October) and *National Crime Victims' Awareness Week* (April). To recognize and promote awareness, Programs staff conduct fundraisers, post posters and announcements around SCI as a reminder to inmates the far-reaching negative effects their crimes can have on their families and communities.

Volunteers

Stanley Correctional Institution has approximately 100 volunteers. Volunteers donate their time and knowledge by leading services and facilitating classes and study groups. Volunteer efforts are greatly appreciated.



SCI Alcoholics Anonymous Group and Gambling Anonymous Group

The SCI Alcoholics Anonymous and/or Gambling Anonymous Group meet twice monthly when a volunteer is available. The only requirement to attend is the desire to stop. This is a fellowship of men who share their experience, strength, and hope with each other that they may solve their common problem and help others to. Approximately 15 - 25 inmates attend.

SCI Veterans Group

The Wisconsin Workforce Development (DWD), WI Department of Veteran Affairs (DVA), County Veterans Service Officer (CVSO), contribute key roles in an inmate Veteran's successful reentry into society.

The purpose of this process is to obtain employment, training, and benefit services for incarcerated veterans upon release with the goal of reducing recidivism and enhancing community safety.

Veterans Day

SCI held their 6th Veterans Day appreciation celebration event. Inmates also enjoyed a patriotic musical presentation by fellow inmates, and a speech.

Fundraisers

SCI Veterans Inmates continued to assist SCI with fundraising initiative and have donated to the local community.



Recreation

Indoor Recreation

Gyms 1 and 2 accommodate inmates for eight recreation periods that last 50 minutes and one that is 70 minutes. Inmates from each housing unit/wing can participate in organized and free recreation periods.

Indoor Recreation includes but is not limited to: Basketball, handball, weight lifting machines, volleyball, and ping pong.

Each gymnasium offers a weight lifting area, basketball court (1 full court or 2 half-courts), which doubles as volleyball courts and/or handball courts, two fully equipped music rooms with over 6,900 participants each year, a room designated for table tennis and foosball, and a barbershop that we cut approximately 3,000 heads of hair yearly. Both gyms provide monthly recreation.



Depending on the season, indoor and outdoor leagues are formed. Tournaments are hosted during the “off season.” Outside sports leagues and tournaments are as follows: Softball, “Pumpkin Ball”, 3-on-3 Basketball, Volleyball and Horseshoes. Inside sports and tournaments are as follows: Open Basketball and a 35+ years Basketball league, Volleyball and Singles and Doubles handball. During the holidays, recreation staff provides special indoor and outdoor games and tournaments.

Units also facilitate tournaments for board and card games. Prizes are awarded for any special activity and at the completion of all season ending tournaments. For most organized recreational activities, the winners’ picture is taken to be used on our gymnasium plaques. Each sporting plaque is engraved with the winning housing unit/wing and year. The winners’ names are also broadcast on the SCI closed circuit television for all to see.

The Recreation Department also offers various sports in a competitive intramural league designed for all age groups.

Outdoor Recreation

Whole units can attend the designated recreation period for their unit. The outside recreation yard consists of a softball diamond, 2 blacktop basketball courts, 2 sand volleyball courts, 3 pair of horseshoe pits, a hacky-sack area, and outdoor chin-up, parallel bars, sit-up and push-up bars, Bocce balls and “catch area for softballs and flag football.

Music

Each one of the gyms has a room equipped with a PA system, electric guitars, bass guitars, and an electric drum set and amp. Inmates can utilize the room during scheduled recreation time. SCI offers one – two music concerts a year dependant on staffing patterns. We have at least 10 music groups that participate in the annual concert. A donation of \$1.00 is required to attend; the proceeds go towards a charity.

Hobby Room

Hobby 1001, B-Building is staffed by one Recreation Leader with Security staff overseeing the building. Hobby is open for each of the five Units for 2 hour periods of Art Hours, and SCOPES program during the days and evenings. The Hobby Recreation Leader monitors inmates that are registered for two of the following approved DAI/SCI Hobbies: Draw/Paint, Beading, Plastic Models, Yarn work, Latch Hook, Guitar, and Keyboard. Draw/Paint and Music Hobbies continue to have the highest number of registered inmates. Hobby material orders and catalogs have been moved to the library for viewing. Completed orders must be sent to the Hobby department and are reviewed, approved and dispensed by the Hobby Recreation Leader. Completed Hobby projects are reviewed and packaged per US Mail, UPS, Visits or Display Cases requirements. Over 200 items enter and/or leave Hobby monthly. The Hobby Recreation Leader supervises 6 inmate workers who facilitate Hobby activities.

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Approved raw materials continue to be allowed to be donated to use in the **SCOPES**. Scopes stands for **S**tanley **C**orrectional **O**utreach **P**rogram **E**quals **S**uccess. Approximately 95 inmates volunteer for SCOPES to crochet, sew, quilt, paint, draw and bead items for a total of over 10,000 hours

Recreation Leaders track warehouse deliveries, assigned SCOPES projects, and completed items that are delivered to community help organizations with the Warden's approval.

Donation Listings

SCI donates to a multitude and variety of places; some of these places are assisted living facilities such as the, "Home Place of Stanley," safe houses such as the, "Bolton Refuge House," families in need, and the local community organizations; police, fire departments, & schools. Donations are also sent to US troops that are serving overseas, and to the area hospitals.

Some items that are made by the inmates at Stanley Correctional Institution and donated are as follows: Crocheted hats, scarves, quilts, painted and framed pictures, teddy bears, necklaces and slippers. Things that also have been made are wheelchair bags, greeting cards and hats for cancer patients.

The SCI Offender Project Sales continued with items sold from the Display Cases in the SCI Lobby. Visitors and staff are allowed to purchase items from the 4 cases by purchasing them through the lobby Sergeant. Price of item is determined by cost of material and 19 cents per hour times the average number of hours it takes to create the item. Hobby Recreation Leader sets price with Program Director giving final approval for items. Hobby Recreation Leader track items in/out of Display Cases, package items and set up Display Cases weekly.



Stanley Correctional Institution

CHAPEL SUMMARY FOR THE YEAR ENDING JUNE 30, 2012

The Stanley Correctional Institution (SCI) Chapel is available to all inmates in general population. The Chapel provides many services to the inmates in order to fulfill and meet the religious needs for their different faiths. The Chapel is lead by Chaplains Steve Mohr, Craig Lindgren Sr., and Matt Kendziera.

The 7 umbrella faith groups are represented as follows:

Catholic	145
Eastern Religion	27
Islam	225
Jewish	84
Native American	60
None	206
Other	2
Pagan	160
Protestant	539
Total Members	1,448

Religious Media and Library Center

SCI has created a **Religious Media and Library Center** for general population use. The Media Center is open 3 to 4 times a week for a total of 8 to 11 hours per week. Inmates are able to schedule time to come to the Chapel to view a video or DVD, listen to tapes or CD's, or check out religious materials. Nearly all of the materials have been donated to the Chapel by various outside groups. The Media Center has grown tremendously in the past year. We continue to grow with new materials every month.

Religious Organizations

We have several outside religious organizations and volunteers that come and lead Services. They are as follows: Abundant Life, Brother Bob, Catholic Mass, Chippewa Valley Bible Church, Eastern Religion, Free Inside & Out, Jehovah's Witness, Jumah Prayer, Mennonite Service, Native American Sweat Lodge, Our Savior's Lutheran, Pagan Circle, Salvation Army, Spooner Baptist.

CARD MINISTRY

The Chapel provides a card ministry to encourage inmates to stay in contact with family members and their support network. Each inmate is allowed 2 free cards per month.

The Salvation Army and American Rehabilitation Ministries donate these cards to the Chapel Dept. During months of major holidays inmates may be given additional cards based on inventory.

Total Cards handed out during this fiscal year was 13,381

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Other Programs

Prison Fellowship Angel Tree

Provides gifts to inmates' natural, step or legally adopted children under the age of 18. Angel Tree is run during the end of August and the first week of September. Prison Fellowship Angel Tree served 231 Inmate Fathers at SCI this past year, and reached 566 children.

Salvation Army Toys for Tots

Provides gifts to inmates' natural, step or legally adopted children who are 14 years old and under. The program is run from the middle of September thru the middle of October. Salvation Army Toys for Tots served 114 Inmate Fathers at SCI this past year, and reached 237 children.

Together these organizations through the SCI Chapel helped 345 Fathers remain a part of their children's lives by keeping in contact and being able to provide a gift to 803 children.

The Chapel is an important option and resource in the inmate's life. It helps the inmate to understand and come to a point where he can make decisions that will benefit himself, his family, victims, and community. It is a positive environment where they can come to learn, study, worship, and express themselves within their faith.

The Chaplains also arrange for approved individual spiritual leaders to come and visit inmates in an attempt to build community and prepare the inmate for reentering society. Chaplains also provide individual and family counseling, marriage counseling, funeral services, and death notifications.

If interested in a more in-depth report, please contact the Stanley Chapel Department at 715-644-2960 ext 3462.

Psychological Services Unit

The Psychological Service Unit (PSU) staff consists of four Doctorate level psychologists, an OOA and between one and four psychology students who are completing their Master and or Doctorial level field experience. We also work very closely with our consulting psychiatrist, who spends most of her time at SCI and is a great asset to our team.

Psychological Service Priorities

- Training staff in assessment and referrals of inmates with mental health issues and in suicide prevention.
- Training staff in communication theory, grief work and suicide prevention
- Acute crisis intervention (suicidal, dangerous and/or psychotic inmates).
- Treatment of mentally ill inmates.

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- Special psychological Reports (PRC requests, WRC referrals, WSPF screenings, Sex Offender evaluations).
- Coordinating multidisciplinary meetings with psychiatrists and unit managers.
- Scheduling of inmate appointments with psychiatrists.
- Psychological screening of newly transferred inmates.
- Segregation rounds and program services to men in segregation.
- Assuring compliance with professional, correctional and other applicable standards.
- Clinical monitoring reviews.
- Clinical contact notes.
- Provide individual psychotherapy.
- Program consultation.
- Attending institutional meetings.
- Provide Childhood Trauma Group training
- Participation in seminars, conferences, and other continuing education activities.
- 24 hour on-call duties.

Highlights of FY2012

PSU provides assessment and therapy services for over 300 inmates identified with mental health issues at SCI. We continue to run a wing for the vulnerable and chronically mentally ill inmates; as well as provide transition services for men who leave segregation status. We initiated new programming in segregation and unit 1 this year. The segregation and unit 1 programs have been tied together in an effort to offer continuity of care to inmates and reduce segregation recidivism. New unit 1 programs include a Dialectical Behavioral Therapy program and a Coping Skills Groups which utilizes a computer aided biofeedback training lab to help inmates learn control over their behaviors and emotions through meditation. PSU continues to offer other programs to all inmates such as our childhood trauma groups.

SCI clinical staff has trained the majority of staff at SCI, Flambeau, Gordon, and St. Croix in Suicide Prevention. We also provide psychological evaluations for the northern institutions as needed.

Housing Units

Stanley Correctional Institution has five units and each unit is program specific. Unit 1: Transition and Mental Health Unit. Unit 2: Workers Unit, Unit 3: Programming Unit, Unit 4: Pre-Release Unit and Unit 5: Educational Unit.

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A fence running across the recreation field separates the inmate housing units at SCI, units 1 and 2 are on one side of the fence and Units 3, 4, and 5 are on the other. Each building is divided into 3 separate wings: A-wing, B-wing, and C-wing. Each wing has 48 regular rooms, double occupancy, and one handicap accessible cell. Each wing can house 97 inmates. The individual rooms are wet cells and doubled to meet the increased population demands. The Unit Manager and team concepts are utilized on all housing units. The offices of the unit manager and social workers are available on each wing of the housing unit to provide services to inmates.

Unit One

Unit 1 is an important piece of Stanley Correctional Institution's inmate population management. This unit houses a program that transitions inmates from segregation status back to general population as well as inmates who have significant mental health issues. In both cases, our mission is to provide the inmate with the proper tools to manage their incarceration as well as lower risk for our institution staff and ultimately, the community.

Unit 1 A - Transition Wing

The targeted population is those who have not successfully adjusted in general population and have been placed in Segregation for misconduct. Most inmates who release from Segregation will be referred by the Segregation Review Committee to Transition. The Warden, Deputy Warden, or Security Director can also do direct placements. This is not a punishment or an extension of segregation but rather an evaluation phase to determine risk and motivation for change.

Goal and Objectives

The goal is to develop, improve, and assist the inmate in returning to general population.

1. Provide an atmosphere with resources for change and accountability.
2. Determine placement of inmates to the most appropriate unit based on need, identified program, or educational needs.

Methodology

An eight-session phase curriculum must be completed. It is a cognitive-oriented intervention process that engages the participant in developing strategies to recognize and change the behavior that earned segregation. The Social Workers will facilitate each phase session. The multi-disciplinary team (Unit Manager, SGT, Officer and Social Workers) are an integral part of the review session. The team will make the appropriate program referral when the inmate seems ready to demonstrate appropriate decisions for living in population.



Principal interventions include:

- Violence Awareness: Examining the personal origins of violence
- Anger Control: Basic skills for anger and stress management
- Solving Problems: Social problem-solving and information-processing skills
- Social Attitudes: Examining and reformulating the beliefs supporting violence
- Resolving Conflicts: Communication
- Positive Lifestyles: Restructuring the lifestyle triggers of violence.

Unit 1B and Unit 1C - Special Needs

The targeted population is inmates with mental health issues that may contribute to some level of vulnerability or behavioral interference in the general population setting. Inmates will be monitored, encouraged and provided a safe environment to develop skills that will help enable a successful transition to population. Therefore, it is not about disabilities. It is about developing better skills to deal with life in a medium level security, population unit. Inmates' progress is discussed at team meetings and referrals to general population are made when the inmate is perceived to have made enough progress to succeed there.

1B and 1C are staffed with a rotation of Psychologists, two Social Workers and a Unit Supervisor that hold office hours to assist the inmates in maintaining their mental health as well as assisting with other issues affecting their incarceration. Additionally, a resource room is being developed to provide support for the inmates' mental health goals and education. The Unit 1 Resource Room includes a library of self-help literature, relaxation media and biofeedback programming. Goals for each inmate will be able to be worked on through this avenue.

Objectives

Provide and encourage self-confidence and self-discipline.

- Provide a safe living environment,
- Promote interaction with staff and inmates.
- Promote medication compliance.
- Determine placement of inmates to the most appropriate unit based on identified program or educational needs.
- Provide and encourage self-confidence and self-discipline.
- Provide a safe living environment,
- Promote interaction with staff and inmates.
- Promote medication compliance.
- Determine placement of inmates to the most appropriate unit based on identified program or educational needs.
- Properly evaluate inmates for placement and security risk.



Unit Two

The primary function of Unit 2 is intake. Unit 2 also houses specific institution workers and general population inmates. Institution workers consist of inmates employed by Badger State Industries and the SCI Maintenance Department. Inmates employed by Unit 2 consist of: server workers, cart pushers, unit clerk, custodians and respite workers.

The intake process, which was added to Unit 2 in September of 2010, continues to be used to evaluate the appropriate placement of new arrivals at Stanley Correctional Institution. The purpose of the intake process is to evaluate each individual inmate's needs through a one-on-one assessment with the intake Social Worker and to provide inmates with the information necessary to make an effective transition through Stanley Correctional Institution. This is accomplished through the orientation process where each inmate is provided a copy of Stanley Correctional Institution's inmate handbook and an eventual transfer of inmates to the most appropriate unit within the facility based on identified program, educational or medical needs.

An intake Social Worker, Unit Manager, Unit Officer/Sergeant and Crisis Intervention Worker present a general orientation when new intakes arrive at the institution. The following day, institution departments provide their orientation. The following departments present a wide variety of topics related to institution practices: Education, Chapel, Food Service, Inmate Accounts, Recreation, Canteen, Warden's Office, Inmate Complaints, Property, Records, Classification and Movement, Health Services and Security. Each inmate in the intake process receives an orientation. The average length of stay for an inmate in intake on Unit 2 is less than 2 weeks.

Based primarily on the intake Social Worker's assessment, Uniform staff on Unit 2 assemble data regarding open beds throughout the institution and, on a weekly basis, prepare an inmate movement plan identifying which inmates are moving out of the unit and to which unit and cell the inmates are moving to. This process requires cooperation from other housing units as well as a clear understanding of how inmates move through the institution.

Movement out of Unit 2 is primarily based on program needs and the availability of space on the other housing units. Unit 2 utilizes a multi-disciplinary team approach consisting of both uniformed and non-uniformed staff.



Unit Three

Unit 3 operates under a team concept assisting offenders in dealing with internal and external situations by providing redirection and support whenever possible.

Unit 3 houses inmates enrolled in primary programs as well as workers employed on the unit and in general population status. A wing houses workers employed on the unit. The workers consist of: server crews, cart pushers, inmate aides, law clerks, personal laundry workers, unit clerk, payroll clerk, janitors and outside custodians.

Offenders enrolled in programming are housed on B or C wing. Program mentors are available on the program wings to assist inmates enrolled in programming.

Mission Statement

Programming will provide individuals the opportunity for change by learning to identify and address thoughts, feelings, beliefs, and behaviors that lead to criminal behavior.

Purpose

Allow offenders to participate in Anger Management, Domestic Violence, and Cognitive Intervention Programming.

Goals

Prepare offenders for successful re-entry into the community and to learn to recognize their belief system.

- Enable inmates to recognize thoughts, behaviors and situations that will put them at risk of re-offending and develop strategies to prevent relapse to unlawful behavior.
- Change and manage anti-social personality and cognition
- Promote the identification of and association with pro-social companions and role-models
- Increase self-control, self-management, and problem solving skills
- Shift the balance of cost/rewards of criminal behavior to favor non-criminal behavior and cognitive intervention
- Improve public safety and lower costs to law enforcement, court system, families, and society by decreasing the likelihood of re-offense

The SCI Program Unit utilizes a comprehensive, multidisciplinary case management approach. This approach will develop a goal oriented action plan for each individual inmate. Programming will be an integral part of the successful reintegration process.



Basic Description

Unit 3 is staffed with four social workers, each carrying a caseload of 50-100 inmates. Along with their caseloads, each social worker also facilitates primary program groups which include Anger Management, Domestic Violence, and Cognitive Intervention Program.

Social workers review each inmate to assess and evaluate level of need; focusing on acquiring the necessary skills for successful reintegration. Programming will be the roadmap to obtaining the new skills that will enable the inmate to maintain a crime-free lifestyle. Staff will address individual goals, program needs, and various skill areas by incorporating re-entry modules into the program curriculum for successful transition into the community.

Description of the Program

The purpose of the Domestic Violence, Anger Management, and Cognitive Intervention Programs is to assist inmates in obtaining tools necessary to enhance success for reintegration back into the community. The Domestic Violence program curriculum introduces participants to a Cycle/Educational mode of treatment; giving them the tools needed to intervene in that cycle utilizing non-violent problem solving skills. The Anger Management program will offer tools and approaches to enhancing the ability to control the frequency and intensity of incidents of anger out bursts. The CGIP program gives the offender the tools necessary to address their core belief system in an attempt to interrupt their cognitive distortions.

Eligibility/Intake

Program participants must have a minimum of a sixth grade reading level. Program needs are determined during the Assessment and Evaluation process at Intake, or through the Re-Classification Committee, if appropriate. The inmate must be able to take full responsibility for criminal acts leading him into a correctional setting and/or behaviors that warranted a particular program. Involvement is voluntary but strongly encouraged.

July 2011 – June 2012

Anger Management

3 program cycles completed. 45 inmates enrolled, 32 completed.

Domestic Violence

7 program cycles completed. 97 inmates enrolled, 83 completed.

Cognitive Intervention Program

4 program cycles completed. 60 inmates enrolled, 48 completed.



UNIT 4



Pre-Release Planning Unit

The primary focus of Unit 4 is administering pre-release programming to enhance their transition back to their home communities. Unit 4 has an enhanced staffing pattern of social workers to assist inmates with a comprehensive plan for their return to the community. B Wing will house those eligible to participate in the final stages of the program (those under 6 months to release). A Wing houses all of the main kitchen workers in the institution. C Wing houses inmates that are employed on the unit as well as general population bed space.

Mission Statement

Making the community safer by ensuring each inmate returns to society with the tools necessary for success.

Purpose

Provide a structured pre-release curriculum to inmates within 6 months of release and facilitate their successful transition into the community.

Re-Entry Program

The Re-Entry program offers inmates who will be released in the near future the opportunity to gain skills and knowledge that will allow them to smoothly transition back into the community upon their release. Program components include family dynamics, financial literacy, and employability skills. The components of the Re-Entry program are cooperatively administered by several SCI departments including the Education Department, Business Office, and Health Services Unit. The Department goal of assisting in positive reintegration to the community is alive and well at SCI.

Description of the program

The Re-Entry Program curriculum consists of 10 modules and a variety of competencies within. Each module is a pre-release need that is identified as an area that would most likely affect the inmate's success upon returning to the community. The identified needs are:

- Education
- Employment

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| ▪ Family Support Systems | ▪ Personal Development |
| ▪ Financial Literacy | ▪ Transitional Prep |
| ▪ Health | ▪ Transportation |
| ▪ Housing | ▪ Wellness |

Inmates are able to address competencies through SCI's Re-Entry Lab in the Education Building and through self-paced binders available through their assigned social worker. Once they reach the point at which they qualify to enter the Transition Preparation phase of their sentence (6 months remaining to serve), they are moved to Unit 4 to begin this training. The training will include a responsible living concept implemented by the multi-disciplinary Unit team. Inmates nearing their release shall be expected to demonstrate conduct conducive to a successful return to our communities.

The Pre-Release Curriculum will be offered through the Re-Entry Lab. Inmates with less than 6 months remaining to serve will be given priority entrance to workshops with Social Security Administration representatives, Health and Wellness presentations, transition fairs and other preparatory activities. Inmates on the Unit have computer access in the resource room to use as they search for employment via Job Net and work on their résumé's, Career Scope, and portfolios. The resource room also serves as a resource library and study hall. Inmates will be paid the standard program rate for acceptable participation. Attendance and performance will be monitored and evaluated by unit staff weekly as a way to increase accountability.

Eligibility/Intake

Adult inmates within 6 months of their release date. Inmates must remain engaged in the training to continue in paid status.

A Re-entry Clerk and two reentry clerk assistants provide staff support and mentoring for the program.

Two re-entry tutors are available on the unit to assist participants with resume building, employment interview preparation, and class related assignments.

Unit 4 General Population

Unit Four also houses 67 Main Kitchen inmate workers and approximately 150 general population inmates for a total of 300 beds.

Unit 5

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Unit 5 operates under the direct supervision concept. The Unit Supervisor and Social Workers have Offices on the unit to quickly provide guidance to approximately 300 inmates.

Unit 5 has three wings. Each wing has 48 regular rooms, double occupancy and two handicap cell 's ; a total of 100 inmates per wing.

Unit 5 is designated as the Education Unit and works closely with the Departments reentry initiative. Offenders assigned to the Unit are working towards their High School Equivalency Diploma (HSED) or Vocational Diplomas; some inmates residing on unit 5 are working towards completing college credits. Students are also provided with a bi-lingual unit tutor and a two daily study hours in which inmates are able to remain in a quiet dayroom and work on homework.

Unit 5 also houses unit workers, educational tutors, recreation workers and inmates in unassigned status.

Unit staff provides support and redirection when necessary and foster and atmosphere of accountability.

SCI Acronyms



Institution



AED – Automated External Defibrillator
CAD – Computer Aided Drafting
CGIP – Cognitive Group Intervention Program
CIPIS – Corrections Integrated Program Information System
CPR – Cardiopulmonary Resuscitation
CR – Conduct Report
CRB – Community Relations Board
CVCTF – Chippewa Valley Correctional Treatment Facility
DOC – Department of Corrections
EAP – Employee Assistance Program
FTO – Field Training Officer
GED – General Educational Development
HSED – High School Equivalency Diploma
ICE – Inmate Complaint Examiner
ICRS – Inmate Complaint Review System
LAN – Local Area Network
MSDF – Milwaukee Secure Detention Facility
NLCI – New Lisbon Correctional Institution
PRC – Program Review Committee
SCI – Stanley Correctional Institution
SCOPES – Stanley Correctional Outreach Program Equals Success
SORP – Sex Offender Registration Program
WITS – Wisconsin Inmate Trust System
WRC – Wisconsin Resource Center
WSPF – Wisconsin Secure Program Facility